

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**38**

*June 22, 2004*

**FROM: CORY NELSEN, Director  
Child Support Services**

**SUBJECT: PURCHASE ORDER TO MINOLTA BUSINESS SYSTEMS**

**RECOMMENDATION:**

- 1) Approve purchase of five Minolta Business Systems copiers in the amount of \$65,889 as unbudgeted fixed assets.
- 2) Authorize the Purchasing Agent to issue a purchase order to Minolta Business Systems in the amount of \$65,889 to purchase five copiers.
- 3) Authorize the Auditor/Controller-Recorder to transfer appropriations in the Department of Child Support Service's FY 2003-04 budget as detailed in the Financial Impact section.

**BACKGROUND INFORMATION:** The Department of Child Support Services (DCSS) currently has 34 copiers in its three County Child Support offices and one copier located at the San Bernardino courthouse for use by Child Support Attorneys. These copiers are critical for DCSS operations. Five of the department's copiers are analog copiers, four of which were purchased in 1996 or earlier. The five analog copiers have experienced substantial down time, which has affected productivity levels. Beginning this year, Minolta Business Systems will no longer manufacture replacement parts for analog copiers and maintenance agreements for this type of copier will be discontinued this year. Without the immediate availability of replacement parts, downtime will increase for these copiers and copying needs will shift to other copiers, shortening their useful life. It is also estimated that digital copiers are 20% more efficient than analog copiers. Therefore, DCSS is requesting approval to buy five Minolta Business Systems digital copiers to replace the remaining analog copiers in the department.

Minolta Business Systems is one of four County contract copier vendors, selected through a County Purchasing Department competitive Request for Proposal (RFP) process. Minolta Business Systems is certified by the manufacturer to service all types of Minolta copiers and equipment, and to offer competitive maintenance agreements.

The purchase of digital copiers as fixed assets to replace the aging analog copiers was not included in the FY 2003-04 budget due to anticipated budget cuts. The department has now realized some previously unanticipated savings due to a six-month delay of the occupancy date for its new Victorville office and there are now funds available to purchase the copiers described above.

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June 22, 2004

**Purchase Order to Minolta Business Systems**

**REVIEW AND APPROVAL BY OTHERS:** This action has been reviewed by the County Purchasing Department (Aurelio W. De La Torre, 387-2074, Director) on June 9, 2004; County Counsel (Jacqueline Carey-Wilson, 387-4334, Deputy County Counsel) on June 15, 2004; HSS Finance (John Hallen, 388-0208, Administrative Analyst) on June 15, 2004; and the County Administrative Office (Gary Morris, 388-0356, Administrative Analyst) on June 14, 2004.

**FINANCIAL IMPACT:** Sufficient funds are available in the Department of Child Support Services' FY 2003-04 budget for purchase of the five copiers described above and will pose no local cost. Approval of this item will require the following adjustment to the Department's FY 2003-04 budget:

**INCREASE**

AAA	DCS	DCS	440	4040	Equipment	\$65,889
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**DECREASE**

AAA	DCS	DCS	500	5012	Interdepartmental Transfers	\$65,889
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**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item and recommends approval because the costs associated with this purchase are 100% reimbursed by the California Department of Child Support Services.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Cory Nelsen, Director, Child Support Services, (909) 478-6949